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28 Apr 1964

MEMORANDUM FOR: Chief, Administrative Staff, OL  
Chief, Logistics Services Division, OL  
Chief, Printing Services Division, OL  
Chief, Procurement Division, OL  
Chief, Real Estate and Construction Division, OL  
Chief, Supply Division, OL  
Chief, Transportation Division, OL

SUBJECT: Office of Logistics Management Analysis

1. The DD/L has directed the Planning Staff to develop and submit a report on work accomplished and status of operations of the Office of Logistics for a period of years. The purpose of this report is to provide information for a management analysis of the Office of Logistics.

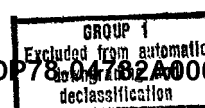
2. The period FY 1958 through FY 1963 was selected for observation with FY 1958 being used as the base year from which succeeding fiscal years are measured. Selected statistics maintained by OL Divisions have been assembled and presented in graphic form to portray workload comparisons and general trends in volume of work as reflected by the specific work unit measured. The graphic illustrations in draft form, together with the corresponding statistical tabulations, are attached as applicable. We propose to have the final illustrations prepared with space provided for the addition of FY 1964 figures as soon as they are available. In addition to the statistical data on workload and work accomplished, the OL Budget is presented graphically to show the breakdown of obligations according to Object Class for FY 1958 through FY 1963, and the AE personnel figures for the same period.

3. It is requested that each Division Chief cause a review to be made of the statistical data pertaining to his Division and submit a narrative analysis of significant changes in work accomplished as reflected by the work units measured. The analysis should include an explanation of those intangibles which have had a significant affect on the workload of a particular element within the Division. For example, workload in the Telephone Section

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increased considerably at the time of our occupancy of the new Headquarters building because of duplication in billings and the attendant complexities involved as the result of the variance in rate structures between the District and Virginia. As appropriate, your discussion might relate the introduction of mechanical devices or electronic processes to the incidence of increased output for a specific period, or you might explain how improvements have been achieved through effective use of new procedures and systems, the realignment of personnel and functions, and any other techniques which have had an impact on the operation of the Division. The OL Budget Officer has offered to assist the Divisions in their interpretation of the budget data as it applies to this study.

4. We solicit your assistance in this study and urge that you offer suggestions for improvement in content and method of presentation for a finished report. Should additional information be needed, please contact [redacted] The suspense date for submission of your reply is 11 May 1964.

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/s/

[redacted]  
Chief, Planning Staff, OL

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Attachments:  
As Stated

Distribution:  
1 - Ea. Addressee  
1 - OL/PS (Official)

OL/PS/P&CB/ [redacted] (27 Apr 64)

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